Clemson University Classified Staff Commission
Executive Committee Minutes
October 26, 1999

Present: Alexandra Barnes, Brian Becknell, Cathy Bell, Debbie Calhoun, Cory Massey, Greg Padgett, Betsey Shira, Dick Simmons, April Warner
Absent: Jerry Beckley

Cathy Bell called the meeting to order at 10:10 AM.

1. The August and September minutes were approved as amended.

2. Announcements from the President: Cathy Bell reported
   A. Academic Council: Brian received information package for past three months. The next meeting is on Monday.
   B. Administrative Council: They have not met in past couple of weeks. October 4, 1999, there was a report from the President’s Commission on the Status of Black Faculty and Staff. They are conducting “open meetings” at Holmes Ballroom on Thursday, October 28, 1999 at 9:30-11:30 AM and 1:15-3:15 PM. There will be two sessions.
   C. Board of Trustees: Committee meetings were held Thursday and the full Board meeting was held on Friday. Cathy attended Budget and Finance Committee and full Board meetings. She was not on the agenda, although, Thornton Kirby had said she would be able to report on the CSC at the Board meeting. Cathy will be put on agenda per Betsey. Betsey will also give her dates and times of meetings.
   D. Governmental Affairs: Kathy Skinner asked for CSC representative to take part in selection process for Director of Interagency Initiative. Cathy seat reply since representatives in Columbia area were not available to do this.
   E. President’s Cabinet: No report.

3. Treasurer’s Report: Greg Padgett doesn’t have the budget yet. He has a bill from CVS; he will contact Karen Addis to see who needs to be reimbursed. Cathy asked about her reimbursements as well. He has not worked on this lately. Steve Copeland will be getting Greg a budget status report for CSC soon.

4. Committee Reports:
   A. Membership: Alexandra Barnes reported FMO representative from Area #19, Shirley Vandiver, has left the university per her co-representative. Supervisor was to notify us, but we have not heard from him. Cathy asked Alexandra to announce that representatives need to notify us if they leave the university and to return their notebooks. We need an updated list of who is in what area. Dick will have Lucy run us an up-to-date list of departments by areas.
   B. Communications: Cathy Bell reported for Jerry Beckley that they are finishing up on the Benefit Fair follow-up, which includes letters to donors and list of winners. Karen is currently working on Newsletter. She hopes to have it ready by next month’s meeting. Web site is out there. We have had 600 hits on the website since last month. Give all suggestions for Web site to Barbara Bergman and Jerry Beckley. Letters to businesses needs to be sent out.
   C. Policy and Welfare: April Warner reported that a list of peer institution was distributed to members to contact regarding comparison of Benefits package. Prescription Drug Card program ($5.00/generic and $20.00/name brand or actual cost) starts on January 1. Golf discounts to staff will not be done. April changed resolution to thank-you letter. Fran McGuire suggested letters be sent to Pat Smart and Stef Rogers. Cathy suggested sending it to Student Government, Horace Skipper, Scott Ludlow, Student Body President, Graduate School President, and Harold Harris Extension Senator President. April will make SCSEA Legislative Dinner announcement at next CSC meeting.
   D. Scholarship: Cory Massey reported that they met on 10/7, at which time they went over dates for tournament – 5/19/00; no rain date set yet. Walker Course will not set rain date until the date of the event. 500 copies of brochures were printed for the Benefits Fair. At the next meeting (Thursday, 1/11 at 9:00 AM) they will try to pass out list of sponsors and door prize contacts to give out assignments. They are still working on thank-you notes. Many good suggestions were received at end of tournament and they plan to use them this year. Dianna Haynes was last year’s co-chair, no replacement. Betsey is recorder. On the item of shirts, Cory talked to Dave Dryden. Dave is checking on this for us. There are approximately 56 shirts available. He thinks it would be a donation to the CSC or Scholarship Committee. Tim Match will not re-order shirts due to legal technicalities. Brandy has 20 persons interested in purchasing shirts. The majority of the CSC representatives did not want to sell shirts. Per Cathy, the library staff wants shirts also. Cory is waiting to hear back from Dave. We may possibly give shirts to all current CSC members. Shirts will be sent to representatives with note to participate in Solid Orange. Greg will look into how we could
cover costs. Cory would like to wait to see what we get. Alexandra made a motion “to investigate getting t-shirts for free and if this option is not available, see what they cost with the intent of giving one to each representative and selling the remainder.” The motion was seconded and approved.

5. **Ad Hoc Committee Reports:**
   A. **Salary:** Cathy and Debbie discussed resolution. Cathy plans to talk with Pam about this with friendly amendments and we need to get moving on this.

6. **Unfinished Business**
   A. **Parking Review Board Appointments** Robin had list to return to Jack Abrams. Cathy had one more name. Robin’s father passed away two weeks ago. The funeral was last Saturday, October 24, 1999. Cathy will send her a card from CSC.
   
   B. We need to add agenda item: what to do in cases of deaths of relatives, etc.
   
   C. John Gilbert who is on the Bookstore Advisory Committee stated that the chair retired. Cathy has asked for volunteer to replace her. They meet at Student Senate Chambers. It will be brought up at next meeting unless they need to know before then.

   D. **Resolution addressing Faculty Senate Budget and Acct. Com.** Debbie reported that Jim Davis is still acting chair. There is no scheduled meeting. Cathy to check with Cathy Sturkie and then follow up with Debbie.

   E. **Attendance:** Alexandra, Brian, Cathy and FMO representatives will meet with Bob Wells next week, perhaps on Friday. They will discuss communication issues, attendance, how to contact them, computer needs, sub-committees, contacts, office designees for contacts, participation, and what to do.

   F. **Budget:** T-shirts, and customized tablecloths. Sandra Parker willing to help on this. Cory will bring proposal back to executive for options on Banner table cloth depending on cost we may get more than one.

   G. **Solid Orange participation** not counting Payroll donation giving: Undergraduate up 5%, (2739 => 2886), On-campus Faculty up 33% (126 => 167), Off-campus Faculty and Staff up 20% (5 new, 35 => 42), Graduate up 70% (66 => 112), Staff up 8% (27 new, 360 => 387). We will ask for payroll numbers and number of total of staff. What else can be done to help us meet our goal? The end date is November 20, 1999.

   H. **Stationery Needs:** Debbie will group note cards in packs of 10. Committee Chairs should contact Debbie if they need stationery.

   I. **Brochures:** HR needs more brochures for NEO. They should also scan and put brochures on the web. Cathy will check with Jerry on brochures.

   J. **Minutes and Agenda:** Cathy asked who gets minutes and agenda. Representatives, Dick, and Beth get them. Cathy will check on addresses of others that should get them. Cathy gets Faculty Senate minutes. Cathy suggested we send a copy of our minutes and agenda to Board of Trustees, Faculty Senate, and Scott Ludlow.

7. **New Business**
   A. **Executive Committee Retreat:** Brian reported he wants to have an Executive retreat/planning session. Betsey to give information on a list of meeting rooms on campus-most are no charge. Cory could get us meeting room at Clemson House. We need to decide how we will pay for it. Dates: No Tuesday afternoon-Brian, Monday mornings, ASAB, week of the 8th he is out. Week of 18th and 19th looks good; Brian will send out an email.

   B. **Meeting the new CU President:** Cathy reported Jim Barker asked her about his parking spots. He has two and says that he doesn’t think he will use one much less two. Would one benefit the staff? HE wants to talk to commission. He also wants to talk with Cathy. Cathy wants suggestions on how to pursue this. Cathy will tell Beth at next CSC meeting on November 9 that Jim Barker will be the guest speaker at the next CSC meeting. Cathy will not reply back on parking spots. We could have a gathering in order for him to meet with staff.

   C. Be prepared on retreat. Bring your concerns and have agenda.

8. The meeting adjourned at 12:30PM.

Next meeting will be November 30, 1999 10:00AM in 407 Edwards Hall.